

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON 25, D.C.



18 May 1961

REPLY TO
ATTN OF:

AFCIN-4

SUBJECT: Identification of Noncurrent Documents

TO: CIA (Records Mgt Officer)
2430 E St., N. W.

1. As a result of Public Laws 754 and 115 (the Federal Records Act of 1950 and the Records Disposal Act of 1943), a disposal authority was established to require the prompt disposition of noncurrent intelligence reference records. These documents must be removed from current reference files and destroyed as soon as they are superseded, obsolete, or no longer required for reference. From an intelligence viewpoint, this is essential in order to preclude inadvertent reference to noncurrent intelligence information as a source for current plans and operations. As most of these documents are classified, this action is in accord with the principles of good security administration.

2. A number of aerospace technical intelligence reports, studies, etc. produced by the Aerospace Technical Intelligence Center have recently been determined to be obsolete. A total of 235 ATI documents are now noncurrent; more than 100,000 copies of these documents were published and disseminated to organizations having established requirements for them.

3. Section I of the "ATIC Annual Cumulative Index," dated 1 April 1961, classified Secret, identifies approximately 300 current ATIC products; products not listed in Section I are obsolete. A complete description of the 235 noncurrent products is contained in Section II of the 1 July 1959, 1 January 1961, and 1 April 1961 issues of this Index. Distribution of the latest Index to the intelligence components of organizations which receive distribution of ATIC products is now being completed.


4. The Index also authorizes regrading of the security classification assigned to certain documents listed therein. Insofar as automatic time-phased downgrading and declassification is concerned, Group 4 designation is not applicable to ATIC intelligence products since they cannot be declassified. Recipients are being notified of the appropriate group designation of each of the current ATI products. Group designations will be included in future issues of the ATIC Index.

USAF review(s) completed.

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5. Since the ATIC Index is distributed to the intelligence components of organizations which are recipients of ATI products, it is highly probable that the records management components of these organizations have not been aware that such a document is available to identify noncurrent records.
6. The purpose of this correspondence is to urge records management officers to assure that ATI reference files under their jurisdiction contain only current and necessary documents.
7. The Aerospace Technical Intelligence Center (AFCIN-4X2), Wright-Patterson Air Force Base, Ohio will appreciate a report of findings with regard to such files maintained within your organization.

FOR THE CHIEF OF STAFF:


DONALD N. WACKWITZ
Colonel, USAF
Aerospace Technical Intelligence Center
ACS/Intelligence

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS	DATE	
1			<i>gft</i>	<i>24 May</i>	
2	<i>5-350 2676 ST.</i>				
3	<i>1315 M.</i>		<i>gls</i>	<i>6/5/61</i>	
4					
5	<i>604-16 RST</i>				
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>Gus - The attached is per our telcom today.</i></p> <p><i>Stan: What's this authority cited? Have we acted on it in past, or only been aware of it. What do you plan to do, if anything, with the ATT index.</i></p>					
FOLD HERE TO RETURN TO SENDER					
FR				DATE	
				<i>5/23/61</i>	
UNCLASSIFIED		CONFIDENTIAL		SECRET	